**West Virginia State University Commencement Participation Policy**

**– revised 3/28/13**

Students who wish to graduate from West Virginia State University must apply for graduation by completing an Application for Graduation in the Registration and Records Office on or before the deadline established in the University calendar. Once a student applies for graduation, the registrar and college dean will evaluate the transcript of the applicant. Both must certify that the student has met the following criteria going into the semester in which they wish to graduate:

·         The student must have all general education requirements completed except those scheduled during the semester which the student applies for graduation.

·         The student must have all required major courses completed except those scheduled during the semester that the student applies for graduation.

·         The student must have an overall grade point average of 2.00 or above, or the ability to obtain this level during the semester that the student applies for graduation.

·         The student must have an overall grade point average at or above the level required for their major, or the ability to obtain this level during the semester that the student applies for graduation.

If the registrar and dean certify that the applicant meets each of the four criteria, the student can participate in commencement. Students will receive a letter indicating whether the University will allow them to participate in commencement during the semester in which they applied; however, **participation in commencement does not indicate degree completion**. Commencement participation is optional for students who fail to complete their degree requirements in the semester in which they applied. Students who fail to complete their academic responsibilities during the final semester must complete all degree requirements before the University confers a degree. Students may only participate in one commencement per degree earned (excluding those in dual majors).  After being approved for participation in commencement, students may defer commencement if they do not ultimately meet the requirements for graduation in a given semester.  Any fees paid would be applied to a later ceremony.

Faculty Senate Executive Committee - proposed amendment for special circumstances

Students who have completed almost all degree requirements (e.g. completion of all coursework but need completion of an internship, one summer course shy of full completion of requirements) may petition to participate in commencement exercises.  The student must write a letter describing their circumstances, and why participation in commencement for them outside of full completion of degree requirements is needed.  The nature of the circumstance, plus other factors such as the student’s GPA will be taken into account.  A letter from the student’s advisor/department chair of major must accompany the petition.  Decision to allow the student to participate in commencement will be made by the Faculty Senate Executive Committee and their decision will be final.